

**Draft Meeting Note – Garden Town Member Board
9 October 2017**

Attendance

Organisation	Councillors	Officers
East Herts DC	Cllr Linda Haysey Cllr Robert Brunton	Liz Watts Kevin Steptoe Claire Sime
Epping Forest DC	Cllr John Philip Cllr Nigel Bedford Cllr Chris Whitbread	Alison Blom-Cooper Derek Macnab
Essex CC	Cllr Lesley Wagland Cllr Bentley	David Sprunt Rich Cooke Jamie Carswell
Harlow DC	Cllr Danny Purton	Paul MacBride Graeme Bloomer
Herts CC	Cllr Derrick Ashley	Jan Hayes Griffin
Uttlesford DC	Cllr Susan Barker	Philip Bylo
Garden Town	N/A	Paul Jarvis (ARUP) Sarah Pullin

1. Apologies

2. Draft notes of meeting of 18 September 2017 – including review of action points

- Item 6 – Cllr Purton requested some amendments to the minutes. **ACTION:** SP to update and re-issue September meeting minutes.

3. Update on current projects

Sustainable Transport Corridor Study:

Systra have been appointed. An inception meeting was held on 16th September. Systra are currently undertaking baseline work and SWOT analysis, with a stakeholder workshop to be held on 16th October in Harlow Council Chamber.

ACTION: PJ/SP to ask Systra to forward the workshop invitation to all on the Garden Town Board.

Spatial Vision:

Minutes from workshop that took place on 13th September will be circulated. The workshop went well; Allies and Morrison are now meeting with hard to reach groups.

Quality and Design Review Panel:

The tender brief has been issued with a closing date for submissions of 11th October. Interviews are programmed to take place on 17th October.

4. Update on budget and Project Director role

LW advised the Board that the role was advertised on MJ and the three council websites, as well as EasyWeb - 12 other websites have picked the job advert up from there. Closing date for applications is 31st Oct. Interviews are programmed for 17th November.

LW has received four or five enquires from interested parties so far.

Cllr Purton, Cllr Philip and Cllr Haysey will be on the interview panel, along with an officer from each authority.

LW asked the Board if there was a desire to do a second interview, a test, or other, as part of the selection process.

Cllr Bentley expressed a wish to see the role filled by someone with the ability to consider the wider place and the economy. It was proposed that the economy/economic issues could be an area on which to ask candidates to present, or to be tested on.

5. A.O.B.

ABC reported that officers had formally heard from DCLG that the Garden Town project has received £175,000 of additional funding which is ring-fenced for work relating to water, transport and for the establishment of a Quality Review Panel.

Cllr Purton noted that this is a positive sign.

Cllr Bentley asked the Board about communication / telling the story of the Garden Town, and asked what is being done to make sure that there is a communications strategy for getting the message across.

Cllr Purton noted the intention to establish a website and said work on that would progress quickly once a Project Director had been appointed.

6. Dates of next meetings

- a) 13 November 2017, 7.30pm Harlow Council Chamber
- b) 11 December 2017, 7.30pm Harlow Council Chamber